



Item	Time Frame
<p>_____ Review “How to Start a VHP Chapter” video at https://www.veteransheritage.org/students <i>Note: Scroll to bottom of the webpage</i></p>	April/May
<p>_____ Review Prospective Chapter Information Packet: Becoming a VHP Chapter Checklist VHP & Oral History Publishing Program Overview Prospective Chapter Frequently Asked Questions Chapter Timeline Chapter Standards Policy Chapter Application</p>	May
<p>_____ Informational Conversation with Program Team and schedule an Engagement Meeting to include School Administrator Barbara@veteransheritage.org 602-218-4036 x 102 Brittany@veteransheritage.org 602-218-4036 x 103</p>	May
<p>_____ Participate in an Engagement Meeting via Zoom Confirm Admin support & understanding of the VHP Program Complete Chapter Application in the meeting Discuss next steps <i>Note: Prospective chapters will be notified of approval status by June 17</i></p>	By June 5
<p>_____ Submit Signed Memorandum of Understanding (MOU) to VHP <i>Note: The MOU must be signed by the Teacher Advisor and the school administrator to attend training on June 24.</i></p>	By June 22
<p>_____ Teacher Advisor(s) attend Mandatory 2-Hour Training via Zoom <i>Note: Student leaders may also attend.</i></p>	June 24



Founded in 2004 and established as a 501(c)(3) non-profit organization in 2009, Veterans Heritage Project's™ (VHP) **mission is to Connect Students with Veterans™ in order to honor veterans, preserve America's heritage, and develop future leaders.**

We offer educational enrichment programming which partners with veterans as primary sources of history to motivate and inspire students to stay in school and become responsible, active citizens.

VHP Serves

- ★ Middle school, high school, and college students
- ★ WWII, Korea, Vietnam, Cold War, Gulf War, Afghanistan, Iraq, and War on Terror Veterans
- ★ Communities throughout Arizona

Program Activities

- ★ **Chapter Program**
 - Teachers volunteer to facilitate the after- school program.
 - Students conduct veteran oral history interviews and publish the veterans' stories in an annual hardbound book entitled *Since You Asked™*.
 - Students archive veteran stories with the Library of Congress.
 - Students plan regional book-signing events to honor their veterans.
- ★ **Veteran Classroom Lectures** bring first-person historical accounts and lessons of personal responsibility to thousands of additional students.
- ★ **Civic Engagement Opportunities** help chapters reach into their local communities in support of Veterans Day and Memorial Day celebrations, civic events, community service activities, and presentations on lessons learned through the VHP experience.
- ★ **College Scholarships** are awarded via student essays. Students describe personal impacts from veterans' oral history and its influence on their future.

Positive Educational Impacts

- ★ Students become published authors, and are prepared for continued academic and professional success through the development of listening, writing, critical thinking, collaboration, and public speaking skills.
- ★ Veterans help to instill students confidence, civic pride, understanding of sacrifice and service, accountability, and respect - building character in our next generation of leaders and a patriotic school climate.
- ★ Veterans Heritage Project is a Character Education Program certified by the Arizona Department of Education.
- ★ The curriculum is aligned with Arizona's College and Career Readiness Standards for English Language Arts and Literacy in History/Social Studies.
- ★ First-person historical accounts are preserved at the Library of Congress for future generations. VHP student authors are the single largest contributors to this Congressional program, with 2,326 veteran stories written by 2,459 youth to date.



*Veterans are celebrated, presented with the completed *Since You Asked™* publication, and sign their stories for attendees.*



Veterans continue to serve by sharing the values they fought to preserve.



Students engage with the community through civic event participation.

**How did VHP get started?**

In 1998 a student asked the question, “Is the movie *Saving Private Ryan* real?” To answer the question, Barbara Hatch invited veterans into her classroom. The visits evolved into an after-school oral history publishing club in 2004, which grew into a non-profit able to serve additional schools in 2010.

What support is provided to chapters? VHP supports chapters with training events, instruction manuals & timelines, sample chapter meeting agendas, video tutorials, on-site mentoring visits, outreach materials, veteran and civic group connections, and technology tools. Individual volunteers, known as Chapter Advocates, are also available to assist teachers based upon the need of the chapter, and our Editorial Committee is available for support as **the** students finalize their essays.

How do chapters operate? Chapters typically operate as an after-school club, with elected student leaders and a volunteer Teacher Advisor(s) to manage program activities in alignment with VHP timelines and standards. **Chapters must include a minimum of five students and commit to a minimum of three veteran interviews.** During the fall semester, students conduct & videotape veteran interviews, write essays documenting the veterans' stories, conduct related historical research, and obtain the veterans' approval on their essays. High school chapters also have the ability to be trained in Adobe InDesign to lay out their stories for publication. In the spring semester, a lead Publishing Chapter collects the completed essays and assembles all elements to publish a regional edition of our hardbound book, *Since You Asked™* (SYA). The books are donated and the videotaped interviews are archived with the Library of Congress. Each collaborating group of chapters, through the leadership of the Publishing Chapter, works together to organize a community event, typically held in April or May, with a keynote speaker to honor their veteran partners and present the completed SYA book for signing and distribution. Chapters can also start interviewing for the following year's publication.

Chapters are also encouraged to engage in **civic activities** to connect with their local veteran communities, especially in celebration of Veterans Day and Memorial Day. Throughout the school year VHP will also work with Chapters to bring veterans into the schools for oral history classroom presentations and/or school assemblies.

High school seniors who have participated in the program for two years have the opportunity to compete for college **scholarships** via a written essay contest. The essays help students reflect on lessons learned from their veterans and express how the experience might be applied to their future plans.

How do chapters locate veterans? Students are encouraged to seek out family members who are veterans. VHP also distributes our waiting list of veterans to chapters who have already expressed interest in participating in the program, and connect chapters to local veteran and civic groups. VHP partners with over 30 veteran groups for interview referrals, civic engagement activities, and scholarships. Some of those groups include the Arizona Veterans Hall of Fame Society, Daughters of the American Revolution, VFW, American Legion, MOWW, UAV, and Kiwanis.

What costs are involved? As a non-profit organization, VHP is dependent upon community support to fulfill its mission. Each school chapter is asked to raise funds, typically through Arizona State Tax-Credits, to pay for the publication of their portion of veteran stories. Because VHP is a character education program and an extra-curricular activity, schools can establish their chapter as an Arizona State Tax Credit eligible club with their school or district. The cost of participation is the cost to have their students' work published, an average of \$200 per published story. Chapters should seek access to school resources for a video camera, digital camera, computer(s), and/or a printer. Based upon chapter need and available funding, VHP may provide a new chapter with a loaned video camera and one \$400 tax credit contribution from a VHP Board member. VHP logo shirts and other items are also available, and range from \$6 to \$20 each.

Why is the book called *Since You Asked™*? The VHP oral history interview process allows many veterans to share their stories for the first time. They had never been asked about their time serving our country, and are happy to finally have the opportunity to share their experiences—*since they were asked.*

VHP Chapter Timeline: 2020-2021 At A Glance

SUMMER 2020	
June - Training	
<ul style="list-style-type: none"> June 22 Chapter MOU/ Volunteer Waiver deadline June 24 New Chapters Attend MANDATORY 2-hour Chapter Training via Zoom – 10 am 	
July – Planning & Google Drive	
<p>ALL CHAPTERS</p> <ul style="list-style-type: none"> Establish club and tax-credit status for VHP Chapter per school district guidelines Chapter Planning - Reference Chapter Resources <p>Video Tutorials Getting Organized Building Your Student Team Using the Google Drive Chapter Costs and Fundraising</p> <p>Google Drive Guidebook VHP Google Drive Chapter Training Document Student and Veteran Waivers Chapter Materials Packet – Student Recruitment & Leadership Technology Recommendations</p>	<p>PUBLISHING CHAPTERS</p> <ul style="list-style-type: none"> Review updated Adobe In-Design templates
FALL SEMESTER 2020	
August – Student and Veteran Recruitment	
<ul style="list-style-type: none"> Students recruitment via club fairs, classroom visits, veteran presentations Students Enroll via apply.veteransheritage.org (deadline for application is October 1, 2020) Establish student leadership/roles Identify veterans, set goal for number of interviews <p>Google Drive Student Waiver Chapter Materials Packet – Student Recruitment & Leadership Possible Veteran Interview List</p> <p>Video Tutorials Finding and Scheduling Veteran Interviews</p>	
September – Interviews	
<ul style="list-style-type: none"> Schedule and Conduct Interviews Set up veteran Google Drive folders Begin using Oral History Tracker <p>Video Tutorials Conducting the Interview</p> <p>Google Drive Oral History Tracker Interview Packet – LOC and VHP Veteran Forms</p> <p>Provided by VHP Interview Training for New Chapters Monthly Zoom Meetings by Edition</p>	

October – Interviewing and Writing Stories

All Chapters

- Conduct Interviews and write veteran essays
- Teacher advisor edit essay drafts
- Send edited essay to veteran for approval
- Share Veterans Day Plans with VHP Admin

Video Tutorials

Conducting the Interview
Writing the Story
The Editing Process

Google Drive

Oral History Tracker
Interview Packet - story organization/formatting

Publishing Chapters

- **October 24** Teacher Advisors and Student Editors Attend Mandatory Publishing Training

November – Writing, Editing, and Fundraising

All Chapters

- Nov. 11 Veterans Day
- Tax Credit Fundraising
- Complete Essay Revisions
- Update Oral History Tracker
- Upload Final Documents

Google Drive

Editorial Stylesheet
Fundraising Packet

Provided by VHP

Veterans Day event participation
Editorial Committee

Publishing Chapters

- [Begin Book Organization and Layout](#)
- [Begin Building a Book File](#)

Google Drive

[Book Layout Organization Spreadsheet](#)

December - Submission

All Chapters

Finalize Oral History Tracker

FINAL STORY DEADLINE – DECEMBER 15

- UPLOAD FINAL VETERAN ESSAYS
- UPLOAD CAPTIONED PHOTOS
- UPLOAD VETERAN BIO
- UPLOAD STUDENT BIO
- UPLOAD VHP Veteran Waivers

Provided by VHP

Reception Details on Website & in Newsletter

Publishing Chapters

- **DEC. 1** Set Reception Date/Time/Location and Notify VHP and Contributing Schools

Video Tutorials

[Publishing Layout Standards](#)
[Working with InDesign](#)

SPRING SEMESTER 2021

January – Scholarships and Book Layout

All Chapters

- **Jan. 1 – 31** VHP & AVHOFs Scholarship Applications
- **Jan. 11** – HIGH SCHOOLS: submit laid out stories to publishing chapter
- **Jan. 11** – Email to publishing@veteransheritage.org
 - # of veterans
 - # of students (all, not just authors)
 - # of extra books beyond 5 per interview
 - shipping information (if necessary)
- Participation in **Editing Day** to review your final laid out veteran stories

Video Tutorials

Book Brokerage

Google Drive

Scholarship Application Materials

Provided by VHP

Scholarship Criteria

Publishing Chapters

- Plan Editing Day & Coordinate with Contributing Chapters
- Host **Editing Day on or before Jan. 31**
- **Jan 18** – Email to publishing@veteransheritage.org
 - # of interviews for each chapter in the edition
 - shipping address and contact name/number
 - number of pages in the edition

Video Tutorials

The Editing Process – Editing Day

Google Drive

Shared Book Items: Cover/Color/ Art/Letters/Intros

Publishing Materials Packet – Editing Day Guidelines

February – Payment, Publishing, and Fundraising

All Chapters

- **Feb. 18** VHP will provide you Chapter Participation Estimate. **Submit the Chapter Participation Estimate** to your school administration to establish a Purchase Order.
- Tax Credit Fundraising (if still needed)
- Consider chapter page for Arizona Gives Day

Video Tutorials

Chapter Costs and Fundraising

Google Drive

Fundraising Packet – AZ Gives Day

Provided by VHP

AZ Gives Day: VHP Home Page Profile

Publishing Chapters

- **PUBLISHING DEADLINE – FEBRUARY 15**

Video Tutorials

Final Book Review and Submission

March – Reception Planning, Archiving, and Spring Interviews

All Chapters

- Consider conducting spring interviews
- Consider hosting a veteran presentation to recruit students for following year
- Begin archiving process for Library of Congress
- Talk with your Publishing Chapter/School Host about helping with Book Reception
- **Confirm** your school issued a **Purchase Order** to VHP.

Google Drive

Veteran Presentation Materials Packet

Archiving Steps and Supplies Packet

Provided by VHP

Veteran Speakers

Publishing Chapters

- Review Reception Packet
- Send Reception Invitations and Call Veterans

Video Tutorials

Planning a Reception

Google Drive

Reception Packet – templates, checklist

April – Receptions and Archiving

• **RECEPTION & BOOK SIGNING EVENTS**

- **April 6** Arizona Gives Day
- **April 15** Tax Credit donation deadline
- **April 30** VHP will send you an invoice that references the purchase order number for your Chapter Participation fee. **Submit the invoice** to your school administration for immediate payment.
- Continue archiving and spring interviews.

May – Year End Debriefs and Archiving

- Elect student officers for following year
- Ensure chapter participation invoice has been paid
- Participate in Year End Surveys/Chapter Visits
- **May 31** Library of Congress archiving deadline

Video Tutorials

Archiving with the Library of Congress

Google Drive

Chapter Materials Packet – Student Leadership

Provided by VHP

Year End Feedback Survey

Year End Chapter Debriefs

VETERANS HERITAGE PROJECT™
Chapter Standards Policy

PURPOSE:

The purpose of this policy is to define the standards in which a Veterans Heritage Project™ (VHP) Chapter should operate to be considered in good standing, along with the procedure to address and resolve any concerns with Chapters meeting standards.

STANDARDS:

- The Chapter has an Adult Advisor and if possible, a Co-Advisor.
- The Chapter submits a signed VHP Memorandum of Understanding (MOU) by the indicated deadline.
- New Teacher Advisors and Co-Advisors attend the Mandatory Chapter Kickoff Training.
- An existing Chapter has a representative (Teacher Advisor, Co-Advisor, Advocate, Student Leader) at annual trainings.
- A new Chapter completes Interview Training by the end of September.
- The Chapter communicates with VHP monthly, follows Chapter Timeline activities, and meets deadlines.
- The Chapter has a **minimum of five student** participants.
- The Chapter completes a **minimum of three veteran interviews** for publication annually.
- The Chapter abides by their school district policy on student safety and volunteer registration.
- The Chapter completes student and veteran waivers provided by VHP and the Library of Congress and submits completed waivers per instructions.
- The Chapter verifies veteran status of all interviewees through review of DD214 form.
- The Chapter complies with VHP logo standards.
- The Chapter commits to raise financial support for their portion of published interviews.
- The Chapter participates in the Editing Day for their SYA Edition.
- The Chapter hosts or participates in a community reception and book signing event for their SYA Edition.
- The Chapter archives all completed video interviews with the Library of Congress by June 1.

PROCEDURE:

- 1) Standards will be monitored through training attendance, form submission, and timely task completion.
- 2) Any initial concerns with chapter standards will be addressed by personal email or phone call.
- 3) Should a concern continue, the Program Director will schedule and conduct a site visit with the Teacher Advisor (and Chapter Advocate if applicable) in the Spring. Site visits will always include two VHP representatives.
 - The site visit discussion will center on sharing concerns, identifying and understanding the causes for concern, and the chapter's interest in committing to seeking solutions and making changes to meet chapter standards.
 - The site visit will conclude with one of the following:
 - An action plan to meet chapter standards, with milestones and target dates.
 - An action plan to address temporary challenges, including possibly implementing a Veteran Lecture Series or a one-year hiatus from VHP Chapter activities.
 - An agreement to dissolve the chapter.
 - The Teacher Advisor will be responsible for meeting action plan milestones, but can ask for support from the Chapter Advocate. The Program Director will monitor results.

Chapter Application 2020-2021



Please provide us information about why you are interested in starting a chapter of Veterans Heritage Project™ in your school.

Name of Teacher: _____ Application Date: _____
 Institution Name: _____ Your Position: _____
 Public Charter Private Grade Levels _____
 Email: _____ Cell Phone#: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____

Please indicate how you learned about the program.

Other school responsibilities:

- Sports Coach during the months of _____
- Club Advisor for (i.e. Key Club) _____
- Department Chair
- Other _____

Please indicate if you have resources available to help support your VHP chapter.

- Co-Advisor/Staff Team (name) _____
- Established connections to community groups
- Established methods to recruit students
- Dedicated funding for program
- Other _____

Please indicate what technology components you have available to support your VHP chapter.

- Video Camera Digital Camera Computer(s) in classroom Computer Lab Printer/Scanner Google Drive

Please explain why you want to start a VHP Chapter at your school. _____

Based on your understanding of the Information Packet, please indicate your preliminary plan for the following:

Student Recruitment: VHP literature at school club fair morning announcements banners/fliers in classroom
 veteran speaking at first informational club meeting class other _____

Veteran Outreach: student family school faculty local veteran and/or civic group(s) VHP Master Interview List
 other _____

Interview Management: Initial contact with veterans will be made by: student teacher advisor parent volunteer(s)
 Interviews will take place: on campus at veteran's home (adult must accompany student) virtually via Zoom Other
 Veteran approval of essay will be collected by: student teacher advisor other _____
 Extra Editorial Support Options: Internal sources (Eng. Dept.) VHP Editorial Committee Parent volunteer(s)

Chapter Management: Chapter Meetings will be held: weekly bi-monthly **AND:** after school during lunch in class
 Chapter will utilize: Co-Advisors/Staff Team Student Officers Parent and/or Veteran Volunteer(s)

Civic Participation: Chapter is interested in: participating in Veterans Day activities hosting a VHP veteran lecture
 speaking to community groups other activities planned by the Chapter other VHP opportunities

Fundraising: Chapter will seek support through: school tax credit program/website fliers/letters home to parents and local civic/veteran groups VHP's campaign for Arizona Gives Day other _____

Please read carefully before signing. I understand that this is an application and not a commitment or promise of implementation of a VHP Chapter at my institution. I understand that the commitment I am seeking is for the duration of the upcoming school year with weekly responsibilities, including time occasionally spent outside the typical school day. I certify that I have completed this application to the best of my ability.

Signature _____

Admin Signature _____